

Approved For Release 2002/01/07 : CIA-RDP78-00433A000100080016-7



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discussed, not used

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Archives, History, and Records

REFERENCE : Memorandum dtd 9 May 1972 to DDI, DDP, DDS&T,
DDS from Executive Director-Comptroller,
Same Subject

1. I agree with the basic concepts in the referent memorandum. I will address my comments to the implementation of these concepts.

2. I agree that the Chairman of the reconstituted CIA Records Management Board should report directly to you. I feel that this will enhance his position in dealing with the directorates. The participation of the Agency Archivist and Historian on the new Records Board undoubtedly will encourage closer coordination between the three closely related elements: archives, history, and records. As to the chairmanship of the Board, however, I feel that it should be either rotated between the Board members or that the CIA Archivist should be the chairman. I envisage the new Board as a stimulator of policy and progress in the records management field as well as a constant monitor of the health of our records program.

3. I favor having the CIA Records Administration Officer serve as executive secretary and technical advisor to the Board. I also feel that the Agency Records Administration Officer should continue to head the Records Administration Branch, reporting to me through the Chief, Support Services Staff. I would continue to have the Records Center report to the Records Administration Officer. I believe that this arrangement would enable the Support Directorate to provide general support for the Agency Records Management Program.

4. As I have indicated previously, the CIA classification/declassification functions required by Executive Order 11652 are properly joined with the Records Management Board. I believe the

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CIA representative to the Interagency Classification Review Committee should be equivalent in rank and stature to the representatives of other agencies. I understand the Departments of State and Defense have appointed their respective general counsels as representatives to the Committee; I suggest we do likewise. I see no reason why the Records Management Board and its chairman should not function as the intra-Agency committee prescribed in Section 7,B,(3) of E.O. 11652.

5. I welcome the linking of the CIA archives, history, and records programs; treating the management of these complex problem areas together, while difficult, should lead to more meaningful activity in each.

John W. Coffey
Deputy Director
for Support

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1. I agree with the basic concepts in the referent memorandum. I will address my comments to the implementation of these concepts.

2. I have no difficulty with the idea of upgrading the role and stature of the CIA Records Administration Officer (CIA RMO) and having him a part of your immediate staff reporting directly to you; obviously this will enhance his effectiveness in dealing with other directorates. If the new CIA RMO is made chairman of a reconstituted Records Management Board this will further strengthen his hand. You should be aware then, that I intend to reassign the present Records Administration Officer, [REDACTED] this summer to the Office of Training to initiate a series of records management courses. It would be useful if you and I could discuss further the plans I have had for replacing [REDACTED] in his role as Chief, Records Administration Branch of our Support Services Staff as well as the changes in responsibilities and command relationships involved in the relocation of the Agency Records Administration Officer function from the Support Directorate. I suggest that that discussion also encompass: further definition of the role of the Records Board Secretariat; future activities of the Records Management Branch, Support Services Staff; direction and supervision given to the Records Center; and the scope of the general support which you foresee the Deputy Director for Support providing the Agency Records Management Program.

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4. I welcome the linking of the CIA archives, history, and records programs; treating the management of these complex problem areas together, while difficult, should lead to more meaningful activity in each.

John W. Coffey
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